

THE
**NORMAL REVIEW
SYSTEM**

of
Writing

INTERMEDIATE SLANT
BUSINESS FORMS

NAME

by

D. H. FARLEY & W. B. GUNNISON

SILVER, BURDETT & COMPANY

NEW YORK

BOSTON

CHICAGO

BUSINESS FORMS.

Essentials: Accuracy, Clearness, Conciseness, Neatness.

While it is necessary for but few to be fully acquainted with the details of conducting a large business, it is conceded to be of the utmost importance that the ordinary and simple forms of business procedure should be clearly understood by all. The aim of this book is to give only such forms as are commonly used in everyday life. The plan is to illustrate with models the business forms or vouchers that are given and received in a complete series of connected transactions of one business house. These are followed by a simple progressive series of transactions, covering the forms already written from model.

In the study of writing of business forms the following should be kept constantly in mind:

1st. All statements should be clear and concise. Unnecessary or ambiguous words or expressions should be studiously avoided.

2d. All statements should follow, substantially, the forms established by the best business usage. The forms should be studied with great care, attention being given to arrangement, spelling, punctuation, and the use of capital letters, and the reason for each detail should be examined and explained.

3d. Facility and accuracy in the use of business forms can be acquired only by continued practice. After the form has been studied and copied in the book, the pupil should be required to reproduce it as a test of the knowledge and skill gained, on blank paper, using the data found in the "Test Memorandum."

4th. The penmanship should be perfectly distinct and legible, and free from flourishes.

The forms in business are so well established that business men make very large use of printed blanks. The uses of these blanks should be carefully studied, and practice should be given in filling them out, but the pupil should know so clearly the exact form required as to be independent of them.

The following are the most important business forms given as models in this book:

Deposit Slip (page 1).

Bill (pages 2, 10, 16, and 21).

Check (page 3).

Stub (pages 3, 11, 14, 17, and 19).

Endorsements (pages 4 and 12).

Business Letters (pages 6 and 22).

Superscription of Envelopes (page 8).

Application for Post Office Money Order (page 5).

Promissory Note (pages 11 and 13).

Time Draft (page 14).

Sight Draft (page 15).

Receipt (pages 17 and 18).

Due Bill (page 19).

Telegram (page 20).

Personal Cash Account (page 24).

PLAN

The following parallel columns will illustrate the connection that business forms or vouchers have with business transactions that are recorded in the Book-keeping of a progressive business. The comparison of the two columns should be frequently referred to.

Business Forms or Vouchers

TRANSACTIONS

NEW YORK, April 1, 1903.

Model No. 1 Fill out Deposit Slip (see page 1)	Charles D. Ransom invests in business cash . . . \$2,607.59 which is deposited in First National Bank.
Models Nos. 2, 3, 4, 5, 6 Bill for goods (page 2) Check . . . (page 3) Stub . . . (page 3) Endorsements (page 4) Letter . . . (page 6) Envelope . . . (page 8)	Received from Smith & Dunn, Prov- idence, R. I., bill for goods bought April 1 . . \$1,277.05 Gave in payment Check on bank \$170.50 Balance on acct. 1,106.55
Model No. 7 Application for Post Office Money Order (page 5)	Paid Wm. V. Williamson, Columbus, Ohio, for advertisement, by Post Office Money Order . \$10.50
Models Nos. 8, 9, 10 Bill for goods (page 10) Note . . . (page 11) Endorsements (page 12)	Sold R. B. Hunt, Boston. Goods per bill . . . \$1,336.88 Received in payment Note at 6 months \$800.88 Balance on acct. 536.00
Model No. 11 Time Draft (page 14)	Accepted Smith & Dunn's Draft on us at 10 days' sight in favor of W. H. King for . . . \$210.20
Model No. 12 Bill for Material and Work (page 16)	Bought of John W. Grant, Philadelphia Goods and Printing per bill \$118.47
Model No. 13 Receipt . . . (page 17)	Paid W. L. Lyon, Chicago. Rent to date \$102.50
Model No. 14 Due Bill . . . (page 19)	Bought of W. J. Kinsley, New York. 386 doz. Eggs, 25c. . . . \$96.50
Model No. 15 Account Current Re- ceipted (page 21)	Paid Silver, Burdett & Co. in full of account, per bill rendered \$10.38
Model No. 16 Telegram (page 20)	Model No. 17 Letter in answer to Ad- vertisement (page 22)
	Model No. 18 Personal Cash Ac- count (page 24)

DEPOSIT SLIP,

DEPOSITED IN

First National Bank

TO THE CREDIT OF

Chas. D. Ransom.

New York, Apr. 1, 1903.

Bank Notes,		1000	
Specie,		432	10
Checks (enter singly). If in city, name of bank; if out of the city, name of place where payable.			
People's		102	00
Second Nat.		314	31
Ninth "		203	10
Boston		145	41
Chicago		220	77
Albany		189	90
		2607	59

DEPOSITED IN

First National Bank

TO THE CREDIT OF

New York, 190

Bank Notes,

Specie,

Checks (enter singly).
If in city, name of bank;
if out of the city, name of
place where payable.

2
47 Main Street

Providence, R.I. April 1, 1903.

Mr. C. D. Ransom, New York.

 Smith & Dunn

TERMS Bal. 30 days.

151	brls. Pastry Flour,	\$3.50	528	50		
92	" X.X. "	3.71	341	32		
403	bush. Wheat,	91¢	366	73		
60	" Rye,	67½¢	40	50	1277	05
	By Cash				170	50
	Balance,				1106	55

47 Main Street

Providence, R.I. 19

TERMS

 Smith & Dunn

NO. 1 \$170.50.

DATE Apr. 2, 1903.

TO Smith & Dunn.

FOR Mdse.

IN BANK.	2607	59
CHECK.	170	50
BALANCE.	2437	09

NO. _____ \$ _____

DATE _____

TO _____

FOR _____

IN BANK.		
CHECK.		
BALANCE		

NO. _____ \$ _____

DATE _____

TO _____

FOR _____

IN BANK.		
CHECK.		
BALANCE		

C. D. Ransom

NEW YORK

April 2, 1903.

NO. 1

First National Bank

Pay to the order of Smith & Dunn \$170.50

One hundred seventy $\frac{50}{100}$ Dollars

Chas D. Ransom.

C. D. Ransom

NEW YORK

19

NO. _____

First National Bank

Pay to the order of _____

\$ _____

Dollars

C. D. Ransom

NEW YORK

19

NO. _____

First National Bank

Pay to the order of _____

\$ _____

Dollars

4

ENDORSEMENTS.

(IN BLANK)

Smith & Dunn.

(IN FULL)

Pay to the order of

A. E. Ball.

Smith & Dunn.

(WITHOUT REOURSE)

Without recourse.

Smith & Dunn.

(FOR DEPOSIT)

For Deposit.

Pay to the order of

First Nat. Bank.

Smith & Dunn.

UNITED STATES
POSTAL ORDER

DOMESTIC.

(Form No. 6001.)

\$

100

Stamp of Issuing Office

No.

Space above this line is for the Postmaster's record, to be filled by him.

Application for Money Order.

Amount Ten Dollars .50 Cents.

Sent to William V
Williamson

City or town Columbus
Street and No. 100 Main St
State Ohio

Sent by Chas D Ransom

Address of sender: No. 203 Broadway Street.

DOMESTIC.

(Form No. 6001.)

\$

100

Stamp of Issuing Office

No.

Space above this line is for the Postmaster's record, to be filled by him.

Application for Money Order.

Amount Dollars Cents.

Sent to
.....

City or town
.....

Street and No.
State
.....

Sent by
.....

Address of sender: No. Street.

OFFICE OF

Charles D. Ransom

ESTABLISHED 1891.

203 Broadway

New York

April 2, 1903

Messrs. Smith & Dunn,
Providence,

R. I.

Gentlemen:—Your letter of the 1st inst., containing invoice, is received.

Herewith please find check enclosed for One hundred seventy $\frac{50}{100}$ Dollars, (\$170.50), which kindly place to my credit. Trusting that this will be satisfactory, I remain,

Yours truly,

Chas D. Ransom.

NEW YORK

April 2, 1903.

No. 1

First National Bank

Pay to the order of Smith & Dunn \$170.50

One hundred seventy $\frac{50}{100}$ Dollars

Chas D. Ransom.

C. D. Ransom

OFFICE OF
Charles D. Ransom,
ESTABLISHED 1891.

203 Broadway

New York

19

C. D. Ransom

NEW YORK,

19

No.

First National Bank

Pay to the order of

\$

Dollars

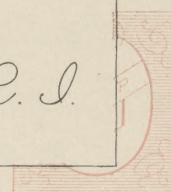
Charles D. Ransom,
203 Broadway,
New York.



SUPERScription
OF
ENVELOPES

Messrs. Smith & Dunn,
47 Main St.,
Providence,

R. I.



Mr. Chas D. Ransom,
203 Broadway,
New York.



W. L. Lyon, Esq.,
378 Wabash Ave.,
Chicago,

Ill.

Charles D. Ransom,
203 Broadway,
New York.

SUPERSCRIPTION
OF
ENVELOPES.

203 BROADWAY.

NEW YORK.

April 4, 1903.

Charles D. Ransom,

SOLD TO R. B. Hunt,

TERMS Note 6 mo.

Boston.

Apr.	1	100 brls. XX Flour,	\$3.50	350
"	"	200 " Pastry " ,	3.	600
"	"	430 bu. Wheat,	.80¢	344
"	4	67 " Rye,	64¢	42 88 1336 88
		By Note, six months,		<u>800 88</u>
		Balance,		536 00

203 BROADWAY,

NEW YORK,

19

Charles D. Ransom,

SOLD TO -

TERMS.

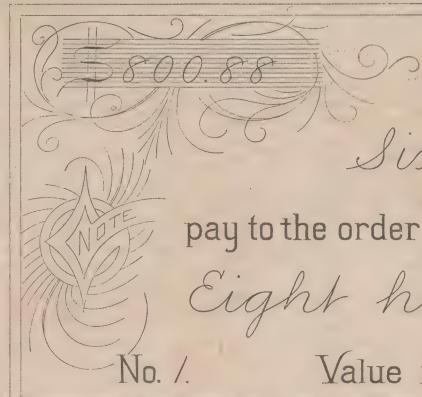
\$ 800.88

DATE Apr. 4, '03.

TO C. D. Ransom.

FOR Mdse.

NO. 1.



BOSTON

April 4, 1903.

Six months after date I promise to
pay to the order of C. D. Ransom

Eight hundred $\frac{88}{100}$ Dollars,

No. 1.

Value received.

R. B. Hunt.

\$ _____

BOSTON, _____ J9 _____

DATE _____

after date _____ promise to

TO _____

pay to the order of _____

FOR _____

Dollars,

NO. _____

Value received. _____

\$ _____

BOSTON, _____ J9 _____

DATE _____

after date _____ promise to

TO _____

pay to the order of _____

FOR _____

Dollars,

NO. _____

Value received. _____

\$ 800

ENDORSEMENTS.

(RECEIPT)

Received on the
within note,

May 4, 1903,

Ninety Dollars (\$90.)

C. D. Ransom.

(IN BLANK)

C. D. Ransom.

(IN FULL)

Pay to the order of
U. S. Quick.

C. D. Ransom.

(WITHOUT RE COURSE)

Without recourse.

C. D. Ransom.

\$163.50

Trenton, N. J., April 4, 1903.

On demand, I promise to pay to the order of William V. Munson One hundred sixty-three $\frac{50}{100}$ Dollars, value received.

John D. Hannum.

NO. 1

\$ 210.20

DATE Apr. 4, 1903.

TIME Ten days.

FAVOR W. H. King.

TO C. D. Ransom.

NO _____

\$ _____

DATE _____

TIME _____

FAVOR _____

TO _____

NO _____

\$ _____

DATE _____

TIME _____

FAVOR _____

TO _____

\$ 210.20



PROVIDENCE, R.I.

April 4, 1903.

At ten days' sight Pay to the

order of William Henry King

Two hundred ten $\frac{20}{100}$ Dollars,

Value received, and charge to account of

To C. D. Ransom,

New York.

Smith & Dunn.

No. 1.

\$



PROVIDENCE, R.I.

19

order of

Value received, and charge to account of

No

To

\$



PROVIDENCE, R.I.

19

order of

Value received, and charge to account of

No

To

Dollars,

\$594.10

Brooklyn, N.Y., Oct. 1, 1902.

At sight pay to the order of
George E. Kinsley, Five hundred ninety-
four $\frac{1}{100}$ Dollars, value received, and
charge to account of

To S. S. Packard,
New York.

H. B. Bryant.

Philadelphia, Pa. April 6, 1903.

Mr. C. D. Ransom,

to John W. Grant, Dr.
1328 ARCH STREET.

TERMS Cash.

Apr. 1	20 Reams Note Paper, \$1.50	30	—
" " 10	" Letter " 2.50	25	—
" 2 40	" Foolscap, 1.62	64	80
" 3	1000 Envelopes,	3	40
" 6,	Printing Envelopes,	1 50	124 70
	Discount, 5%		6 23
	Balance,		118 47

Philadelphia, Pa. 19

to John W. Grant, Dr.

TERMS

1328 ARCH STREET.

DATE Apr. 7, 1903.

\$ 102.50.

TO C. D.

Ransom.

FOR Rent.

RECEIVED
OF

CHICAGO, April 7, 1903.

C. D. Ransom.

One hundred two $\frac{50}{100}$ Dollars,
in full for rent to date.

\$ 102.50

W. L. Lyon.

DATE

\$

TO

FOR

DATE

\$

TO

FOR

RECEIVED
OF

CHICAGO,

19

Dollars,

RECEIVED
OF

CHICAGO,

19

Dollars,

\$

\$820.90

Buffalo, N.Y., Nov. 7, 1903.

Received of Lyman V. Utley
Eight hundred twenty and $\frac{99}{100}$ Dollars,
interest on mortgage in full to April 1,
1904.

L.W. Zaner,
per A.H. King.

\$ 96.50

Apr. 9, 1903.

FAVOR W. J.

Kinsley.

FOR Mdse.

DUE BILL

New York, April 9, 1903.

Due W. J. Kinsley, on demand,

~~~~ Ninety six  $\frac{50}{100}$  Dollars,

in goods from my store.

\$ 96.50

Chas. D. Ransom.

\$ \_\_\_\_\_

FAVOR \_\_\_\_\_

FOR \_\_\_\_\_

DUE BILL

Due

Dollars,

in goods from my store.

\$ 96.50

\$ \_\_\_\_\_

FAVOR \_\_\_\_\_

FOR \_\_\_\_\_

DUE BILL

Due

Dollars,

in goods from my store.

\$ 96.50

No. 2.

# THE STUDENTS' UNION TELEGRAPH COMPANY.

INCORPORATED  
21,000 OFFICES IN AMERICA.

CABLE SERVICE TO ALL THE WORLD.

CHAS. T. ECKLES, President and General Manager.

**SEND** the following message subject to the terms  
on back hereof which are hereby agreed to.

} New York, Jan. 2, 1903.

To A. L. Hannum,

414 State Street,

Chicago.

|        |       |         |          |         |
|--------|-------|---------|----------|---------|
| Send   | nine  | hundred | bushels  | best    |
| spring | wheat | at      | to-day's | prices. |

Chas. D. Ransom.

READ THE NOTICE AND AGREEMENT ON BACK.

No. 2.

# THE STUDENTS' UNION TELEGRAPH COMPANY.

INCORPORATED  
21,000 OFFICES IN AMERICA.

CABLE SERVICE TO ALL THE WORLD.

CHAS. T. ECKLES, President and General Manager.

**SEND** the following message subject to the terms  
on back hereof which are hereby agreed to.

To

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

READ THE NOTICE AND AGREEMENT ON BACK.

21  
Chicago, April 1, 1903.

Mr. C. D. Ransom,

IN ACCOUNT WITH **Silver Burdett & Company,**  
PUBLISHERS-378-388 WABASH AVENUE.

3. 1903

|        |                         |    |         |
|--------|-------------------------|----|---------|
| Jan. 2 | 77 "A Spring Song,"     | 4¢ | 3   08  |
| " 6.   | 80 "Come Away,"         | 3¢ | 2 40    |
| Feb. 3 | 90 "Home, Sweet, Home," | 3¢ | 2 70    |
| " 5    | 44 "The Quiet Valley,"  | 5¢ | 2 20    |
|        |                         |    | 10   38 |

Paid, April 11, 1903.

Silver, Burdett & Company,  
per F.D.B

Chicago,

IN ACCOUNT WITH **Silver Burdett & Company,**  
PUBLISHERS-378-388 WABASH AVENUE.

## BOY WANTED.

A boy about 14, to make himself generally useful in a business office. Apply by letter only, in own handwriting, giving reference.

L. L. WILLSON,  
202 Broadway,  
New York.

14 E. State St.

Trenton, N. J.

Aug. 1, 1904.

L. L. Willson, Esq.,  
202 Broadway,  
New York.

Dear Sir:—I have read your advertisement in this morning's "Sun" and would like to apply for the position referred to.

I am fifteen years of age, and am a graduate of the State Schools. For information as to character and ability, I beg to refer you to my teacher Professor R. H. Whitbeck, 42 Model Ave.

Yours truly,  
A. H. Ball.

**BOY WANTED.**

A boy about 14, to make himself generally useful in a business office. Apply by letter only, in own handwriting, giving reference.

L. L. WILLSON,  
202 Broadway,  
New York.

1903.

## Cash Account.

|                  |                         |        |
|------------------|-------------------------|--------|
| Jan. 1           | Amount on hand,         | 124 50 |
| " 2              | Paid for board,         | 3 50   |
| " 3              | "      shoes,           | 2 62   |
| " "              | Rec'd for week's wages, | 12 25  |
| " 5              | Paid for clothes,       | 12 —   |
| " 6              | "      hat,             | 1 18   |
| " "              | "      books,           | 2 47   |
| Balance on hand, |                         | 114 98 |
|                  |                         | 136 75 |
| " 8              | Balance br't down,      | 114 98 |
|                  |                         | 136 75 |

# TEST MEMORANDUM.

As a TEST of the proficiency of the student's work, the teacher should require every pupil to write, on blank paper, all VOUCHERS which accompany the following transactions. This is also a test of writing the alphabet and figures.

NEW YORK, May 1, 1903.

## Test 1

Fill out Deposit Slip.

## Test 2

Write Bill and also Check with Blank endorsement and Letter with Check enclosed, Envelope.

## Test 3

Write Bill, and Note with Full endorsement in favor of I. J. Rice.

## Test 4

Write a Time Draft with proper acceptance.

## Test 5

Write Bill for Material and Work.

## Test 6

Write Receipt.

## Test 7

Write Due Bill in full of account.

## Test 8

Write an Account Current, Receipted.

## Test 9

Write Letter in answer to Advertisement.

## Test 10

Write a Personal Cash Account.

(Student's name.)

The proprietor invests in the business cash . . . . . \$1,000  
which should be deposited in First National Bank.

2

Bought of S. C. Young, Boston.

|                                         |       |
|-----------------------------------------|-------|
| 100 brls. Flour, \$4 . . . . .          | \$400 |
| 50 bush. Wheat, 85c. . . . .            | 42.50 |
| Gave in payment Check on First National |       |
| Bank for . . . . .                      | 42.50 |
| Balance on account . . . . .            | 400   |

4

Sold A. N. Palmer, Cedar Rapids, Iowa.

|                                                   |       |
|---------------------------------------------------|-------|
| 100 brls. Flour, \$5 . . . . .                    | \$500 |
| Received in payment his note at 30 days . . . . . | \$300 |
| Balance on account . . . . .                      | 200   |

5

Accepted S. C. Young's (Boston) draft on us at 10 days' sight  
in favor of J. I. Zaner . . . . . \$400

6

Bought of V. H. King, Brooklyn.

|                         |        |
|-------------------------|--------|
| 500 Envelopes . . . . . | \$2.50 |
| Printing same . . . . . | 1.00   |
|                         | \$3.50 |

7

Received from T. M. Upman, Bridgeport, Conn., a receipt in  
full for rent to August 1 . . . . . \$123.45

9

Bought of X. L. Quincy, 679 doz. Eggs, 24c. . . . . \$162.96

11

Paid R. E. Brown cash in full of account . . . . . \$123.45

## Girl Wanted

A girl about 15, to make herself generally useful in a business office.  
Apply by letter only, in own handwriting, giving reference.

O. G. Davis, 55 Wabash Ave., Chicago.

Jan. 1, 1904

Amount of money on hand, \$15.55. Paid for board, \$6.66. Jan. 2—Received for week's wages, \$8.25. Jan. 4—Paid for car tickets, 25c. Jan. 5—Paid for concert ticket, \$1.50. Jan. 6—Paid for base-ball, 25c. Jan. 7—Paid for lunch, 20c. Jan. 9—Received for wages, \$8.25. How much money on hand?

Test 11—Write a Telegram of ten words.

# The Normal Review System of Writing

By D. H. FARLEY, Professor of Penmanship, State Normal School of New Jersey, at Trenton, and W. B. GUNNISON, Principal of Erasmus Hall High School, Brooklyn, New York.

This System, scientific, practical, progressive, and the outgrowth of long special experience in teaching writing in the schoolroom, provides a complete series in vertical copies, a complete series in intermediate slant copies, and a complete series in slanting copies, with business and social forms, movement courses, and all other needed helps.

Peculiar features: (1) Constant and systematic review; (2) Special prominence to capital letters; (3) Special prominence to Arabic notation; (4) Historical and scientific facts as copies; (5) Full pages of connected sentences.

## THE NORMAL REVIEW SYSTEM ranks first of all writing systems, for it is

The most successful in practice, adding correct pedagogy to beautiful penmanship.

The most complete, including full courses in Vertical, Intermediate Slant, and Slanting Script.

The most perfect in plan, and in every mechanical detail.

### VERTICAL COPIES

**First Steps.** Preparatory Course of four numbers (A, B, C and D). "A" and "B" per dozen, each, 48 cents; "C" and "D" per dozen, each, 60 cents.

**Standard Course.** Nos. 1, 2, 3, 4, 5 and 6. Per dozen, 75 cents.

**Alternate Course.** Nos. 1, 2, 3, 4, 5 and 6. Per dozen, 75 cents.

**Short Course.** Nos. 1, 2, 3, 4, 5 and 6. Per dozen, 60 cents.

**Tracing Course.** Nos. 1 and 2. Per dozen, 84 cents.

**Movement Course.** Nos. 1 and 2. Per dozen, 96 cents.

**Business and Social Forms.** Nos. 1 and 2. Per dozen, \$1.08.

**Vertical Writing Charts.** Per set, \$1.80.

**Practice Paper,** ruling of Regular Course, Nos. 1, 2, 3, 4, 5 and 6. 500 sheets, 36 cents.

**Handbook of Vertical Writing.** A Manual for Teachers. 48 cents.

### INTERMEDIATE SLANT COPIES

**Six Book Course.** Nos. 1, 2, 3, 4, 5 and 6. Per dozen, each, 48 cents.

**Movement Book.** Per dozen, 60 cents.

**Business Forms.**

### SLANTING COPIES

**Regular Course.** Nos. 1, 2, 3, 4 and 5. Per dozen, 84 cents.

**Short Course.** Nos. 1, 2, 3 and 4. Per dozen, 72 cents.

**Tracing Course.** Nos. 1 and 2. Per dozen, 72 cents.

**Movement Course.** Nos. 1 and 2. Tablet form, with cover and blotter. Per dozen, \$1.08.

**Business Forms.** 1 number. Per dozen, \$1.08.

**Model Guide and Copy Book Covers.** Per dozen, 60 cents.

**SILVER, BURDETT & COMPANY**

NEW YORK  
PHILADELPHIA

BOSTON  
ATLANTA

CHICAGO  
SAN FRANCISCO